## Fresh Fruit and Vegetable Program October 2013

NH Department of Education
Division of Program Support
Bureau of Nutrition Programs and Services

#### Procedures for:

FFVP claim data entry

- FFVP claim submit



#### Fresh Fruit and Vegetable Program

There must be a current, approved FFVP application in the computer system prior to claiming.

Steps to complete prior to claim data entry/claim submit:

- If you currently do not have an account in the myNHDOE Single Sign On (SSO) System,
  - Complete Password Authorization Form; must be signed by Superintendent of Schools
    - Send to Bureau of Nutrition Programs and Services (BNPS)
  - Must be assigned specific role in the SSO System by the i4See (as designated on FFVP Password Authorization Form)
  - Contact BNPS to be linked to security system once role has been assigned by i4See Coordinator

#### FFVP Password Authorization Form

#### BUREAU OF NUTRITION PROGRAMS AND SERVICES - PROGRAM AUTHORIZATION FORM

#### FRESH FRUIT AND VEGETABLE PROGRAM

SAU/RA LEVEL

**SAMPLE** 

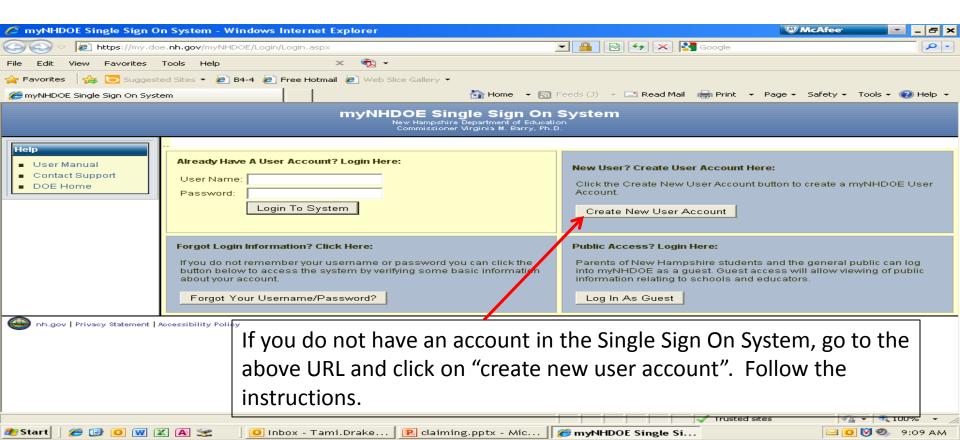
SAU#/RA#:	
SAU Contact Name:	SAU Contact Phone #:
Entry/Submit Information for FFVP Claims	
Claim Entry Person:	
Name:	Email:
<u>Claim Submit Person</u> : (The claim "submit" person <u>CANNOT</u> be the same as the claim "entry" person.)	
Name:	Email:
Entry/Submit Information for FFVP Annual Application Application Entry Person:	
Name:	Email:
Application Submit Person:	
Name:	Email:
I certify that the individuals listed are employees of this SAU/RA and are authorized to enter or submit applications and/or claims for reimbursement on behalf of this SAU/RA for which federal monetary reimbursement will be received. I understand and acknowledge the responsibility of maintaining password confidentiality and integrity of claim submissions. The Department of Education also recognizes the confidentiality of password information and, therefore, will not have access to user passwords.  I further agree to provide written notice of termination for the above, authorized individuals within thirty (30) days to the Department of Education, Division of Program Support, Bureau of Nutrition Programs and Services.	
Signature	Date:

Must have **two** separate individuals for claims – data entry and submit.

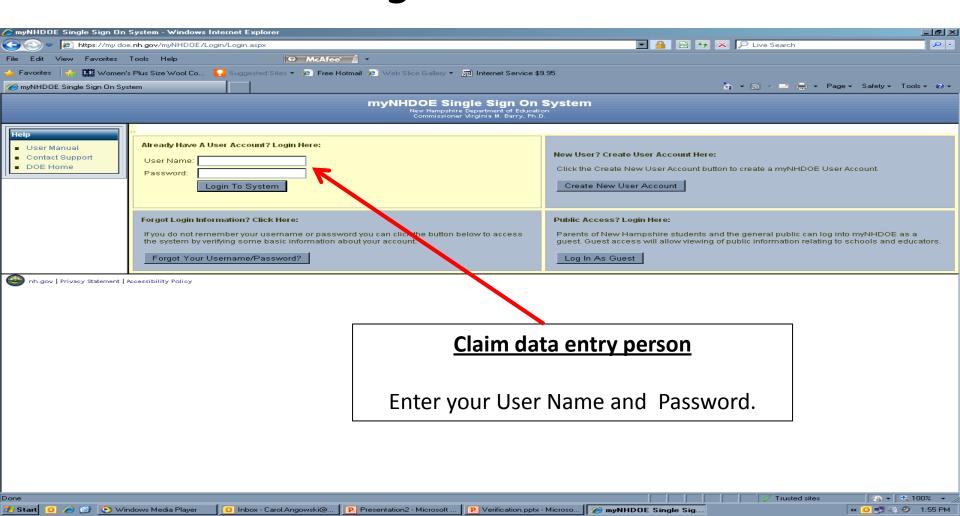
## myNHDOE Single Sign On (SSO) System

Go to the myNHDOE Single Sign On page and create an ID and password

https://my.doe.nh.gov/myNHDOE/Login/Login.aspx

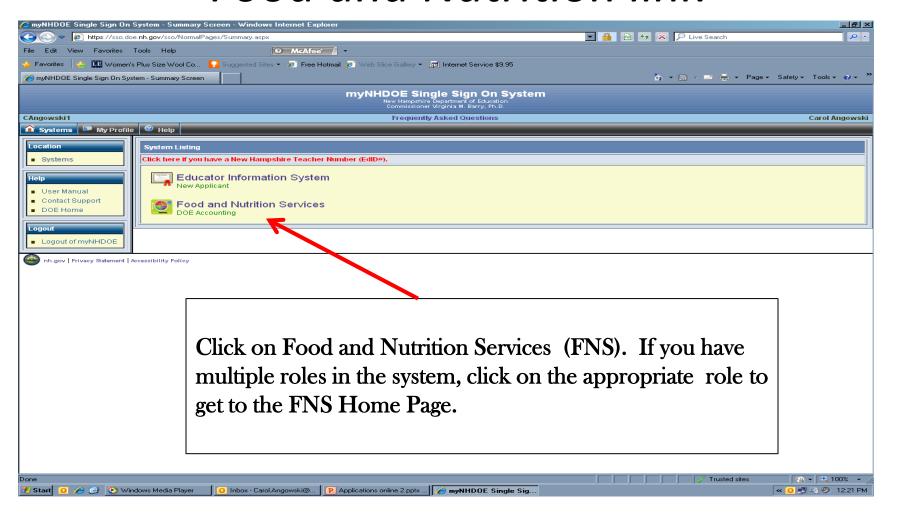


# myNHDOE Single Sign On (SSO) System Log In Screen

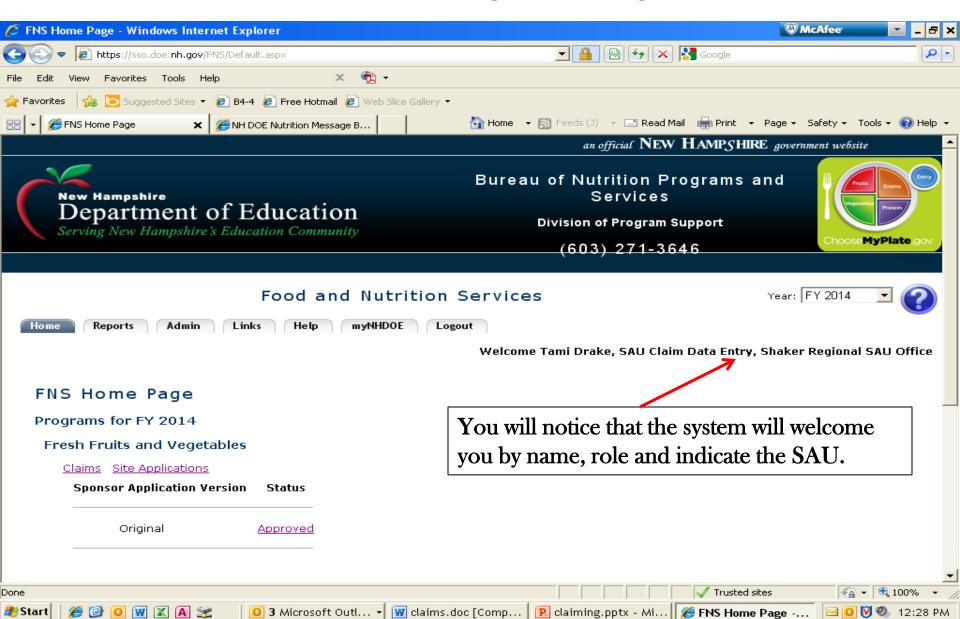


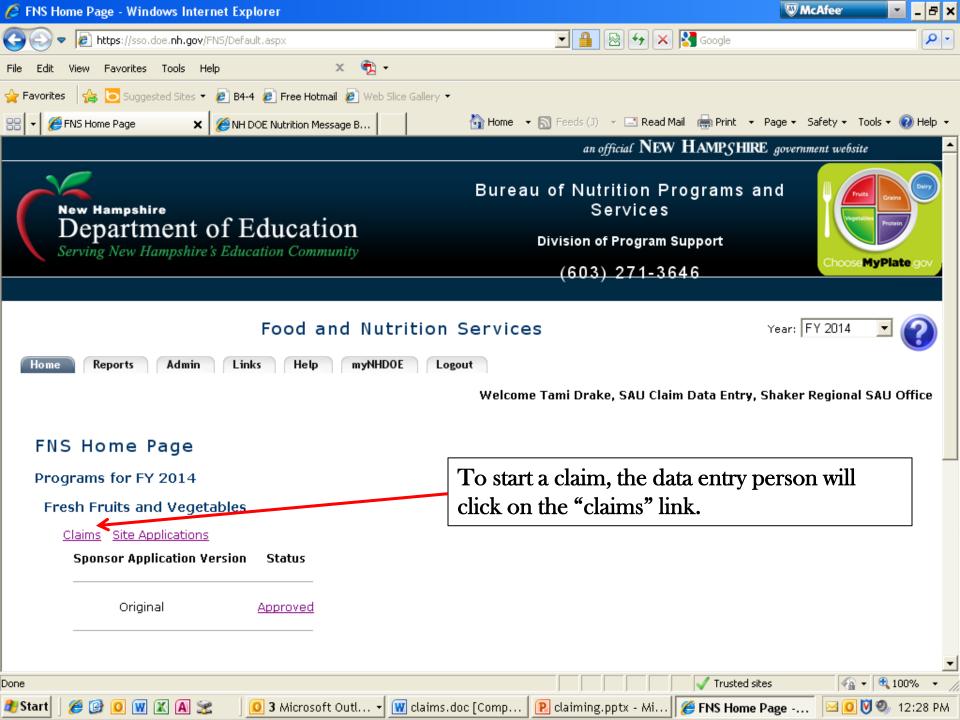
# myNHDOE Single Sign On (SSO) System

#### Food and Nutrition link



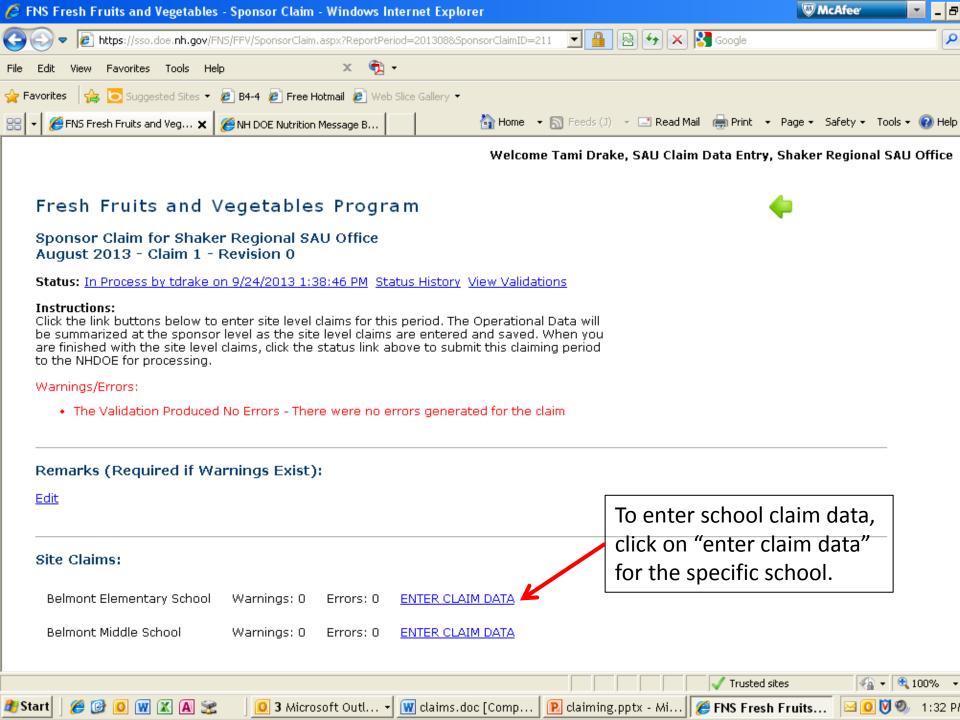
## FNS Home Page – Fresh Fruit and Vegetable Program

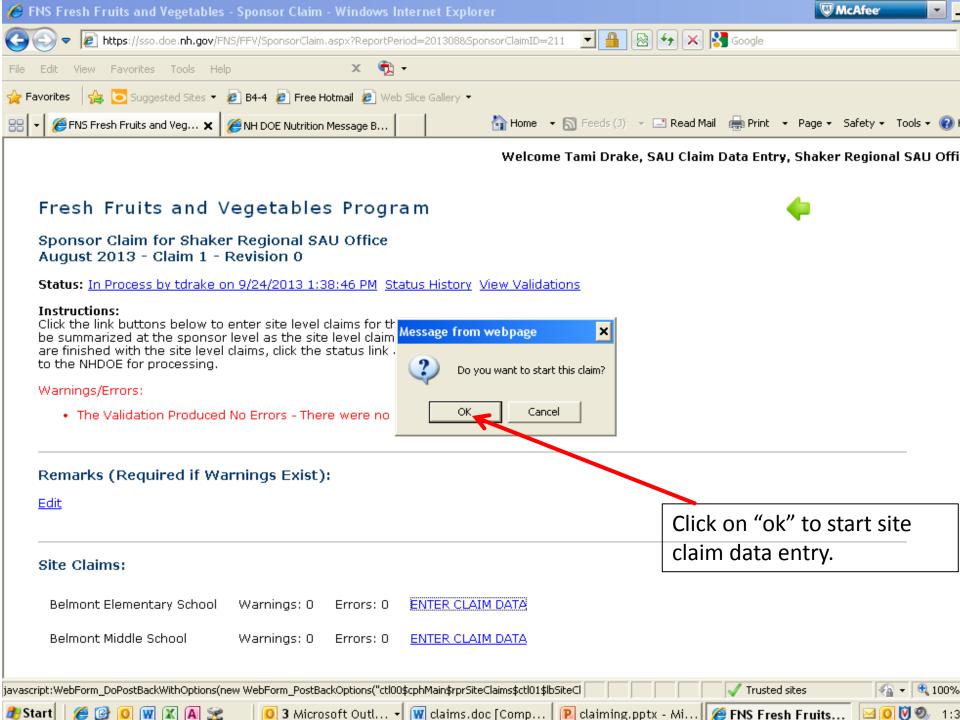






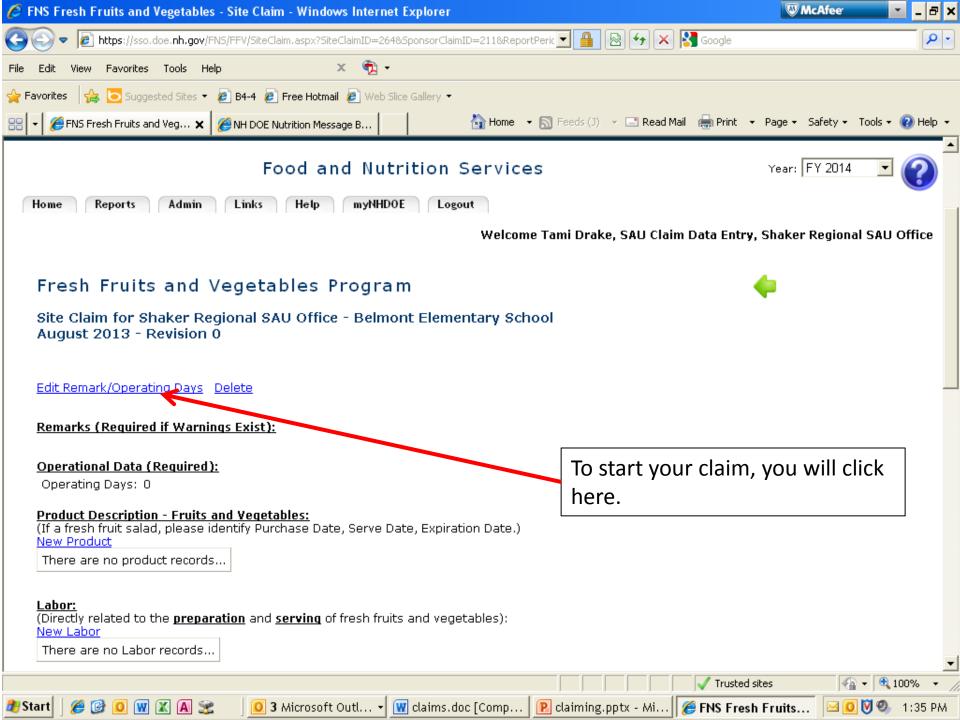




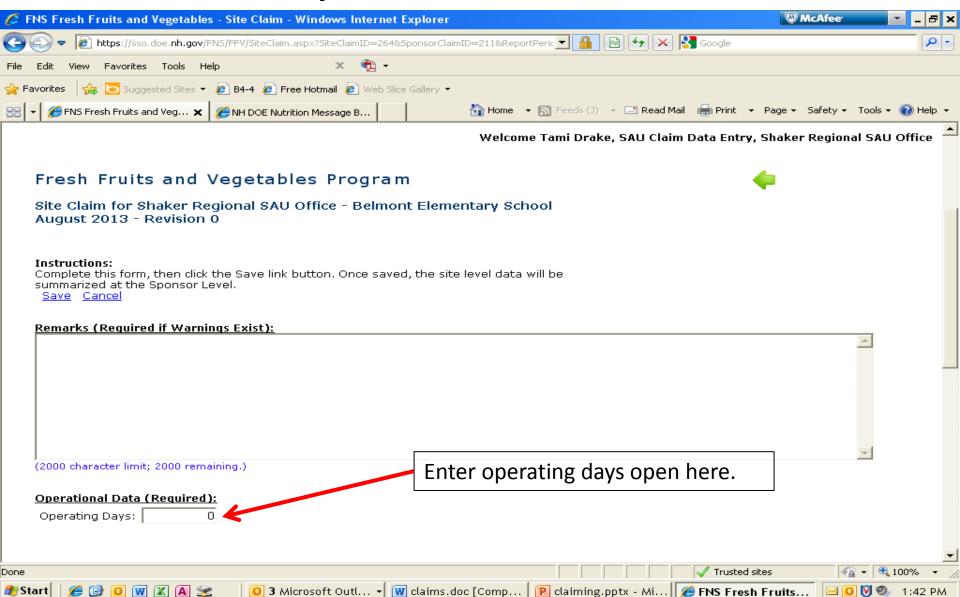


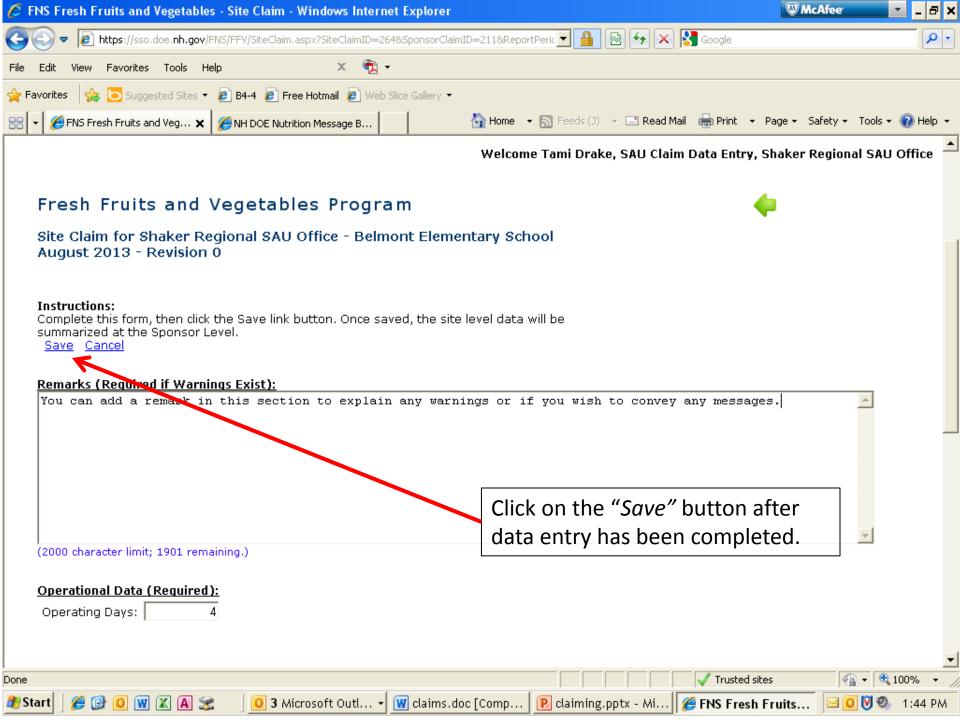
#### FFVP Claim Sections

- The FFVP claim is broken down into 5 sections: (Each section of the claim must be saved)
  - Operation Data
  - Product Description
  - Labor Costs
  - Small Supplies/Other
  - Administrative Costs
    - (As a reminder, only 10% of the total school allocation can be utilized.)

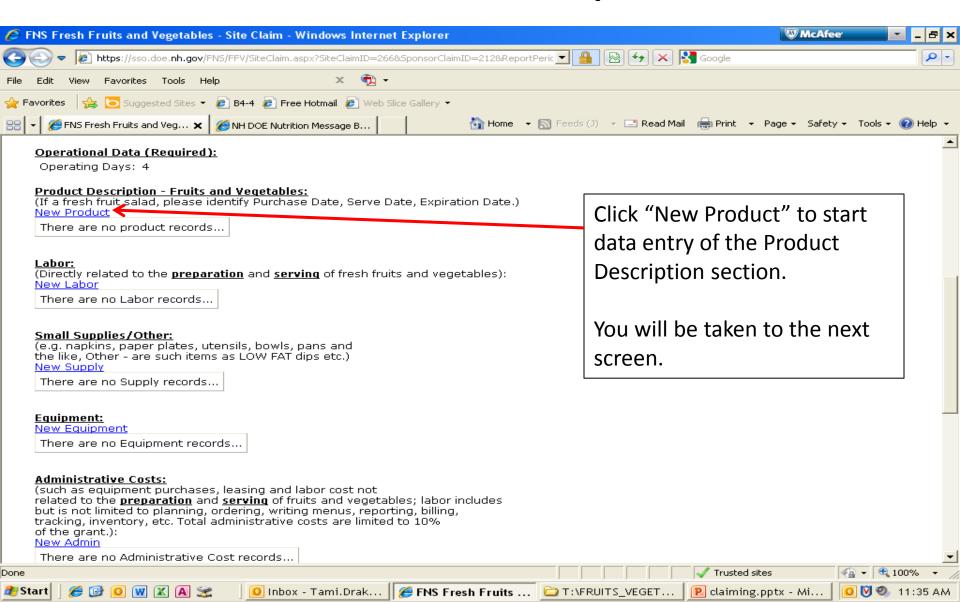


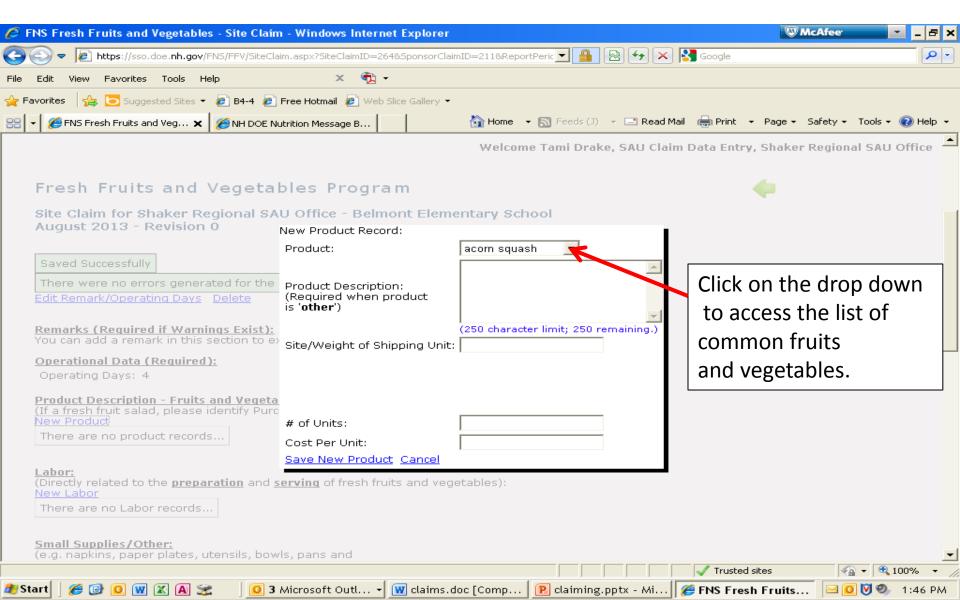
#### **Operational Data**

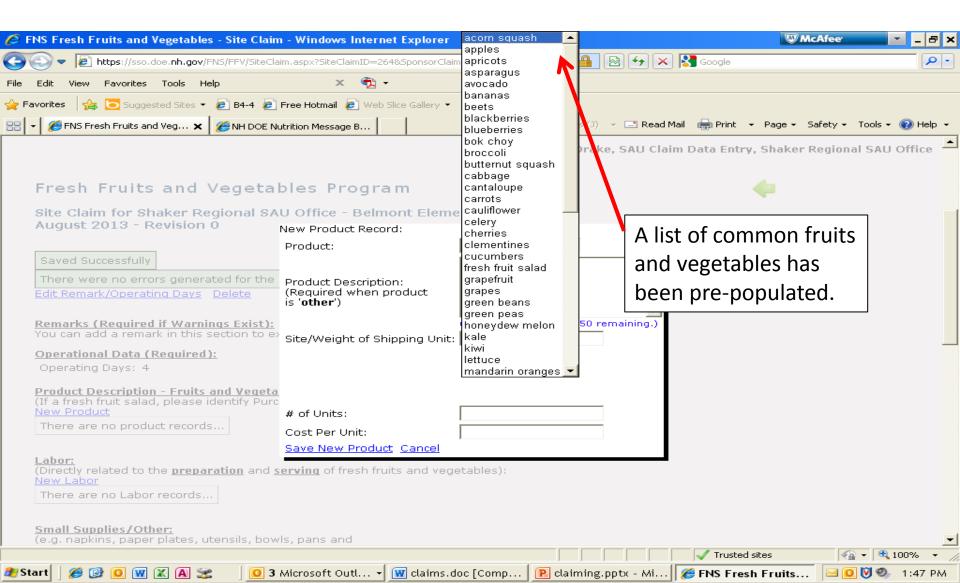


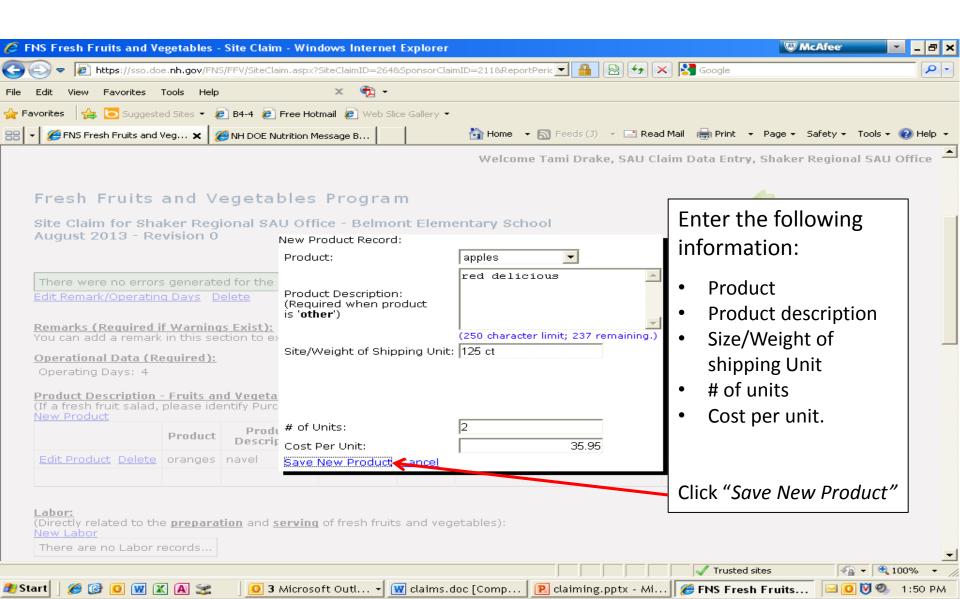


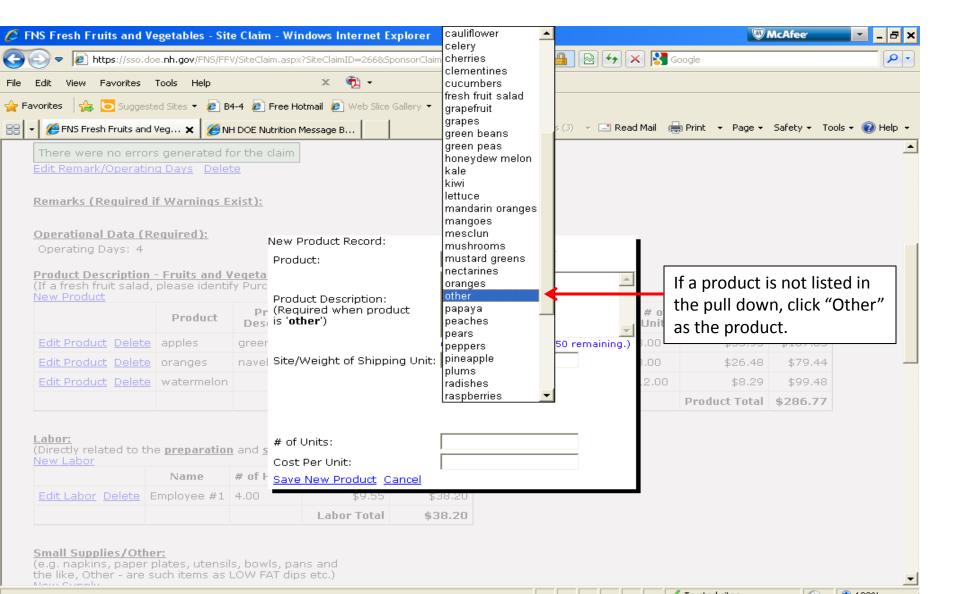
#### **Product Description**

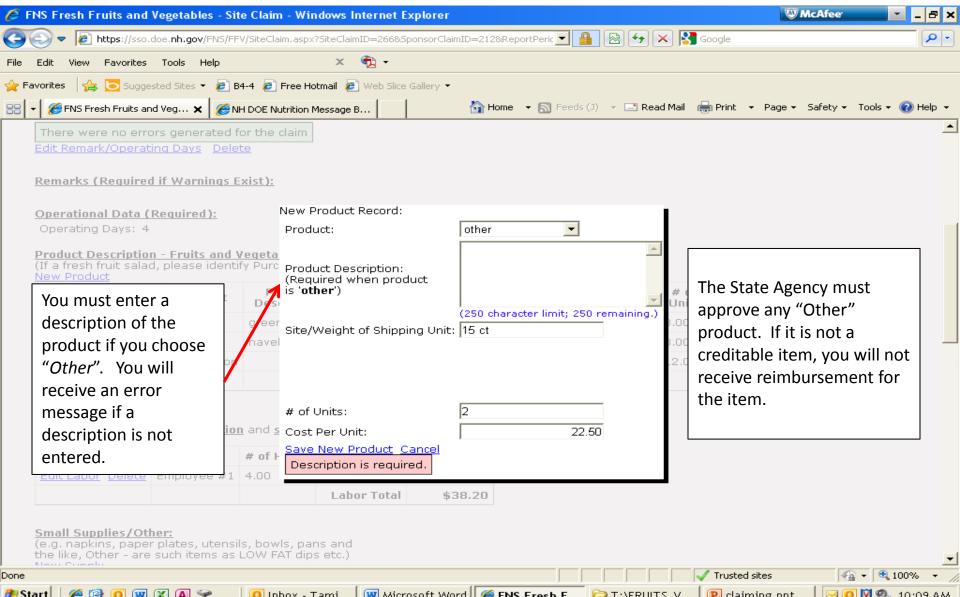


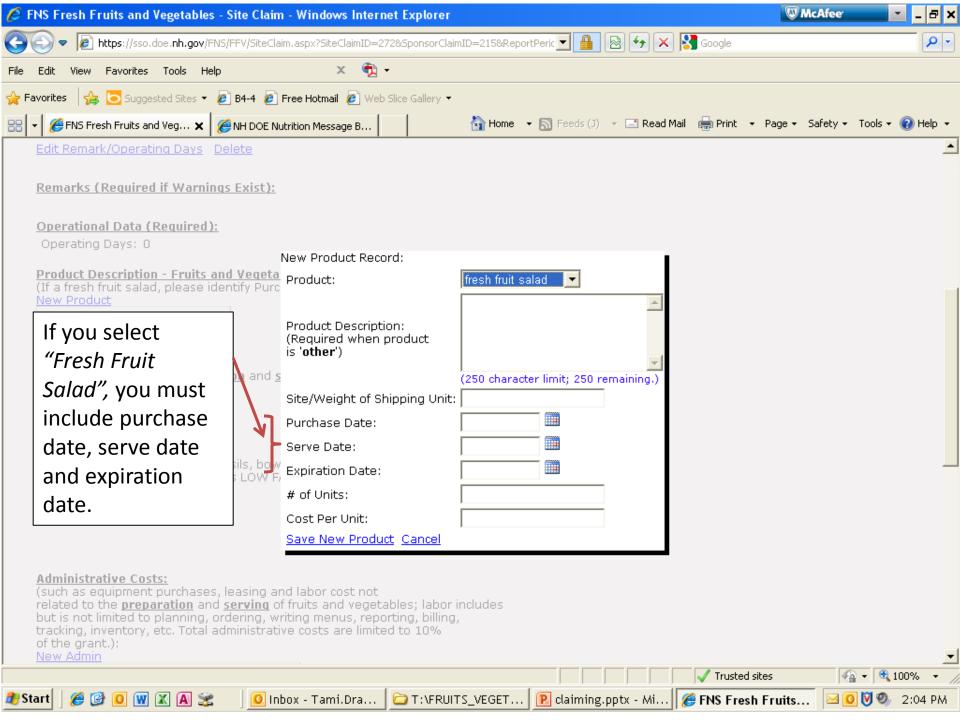


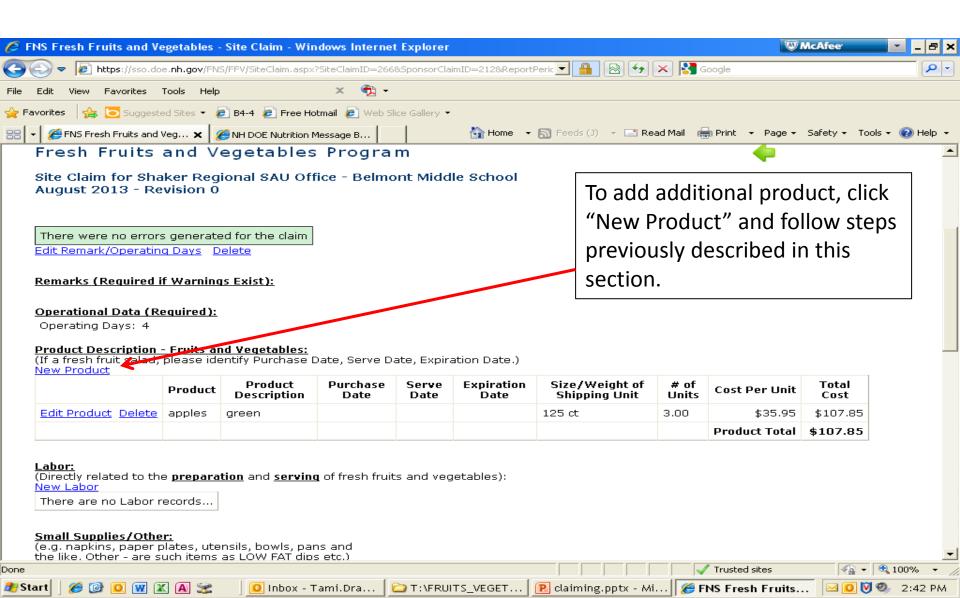


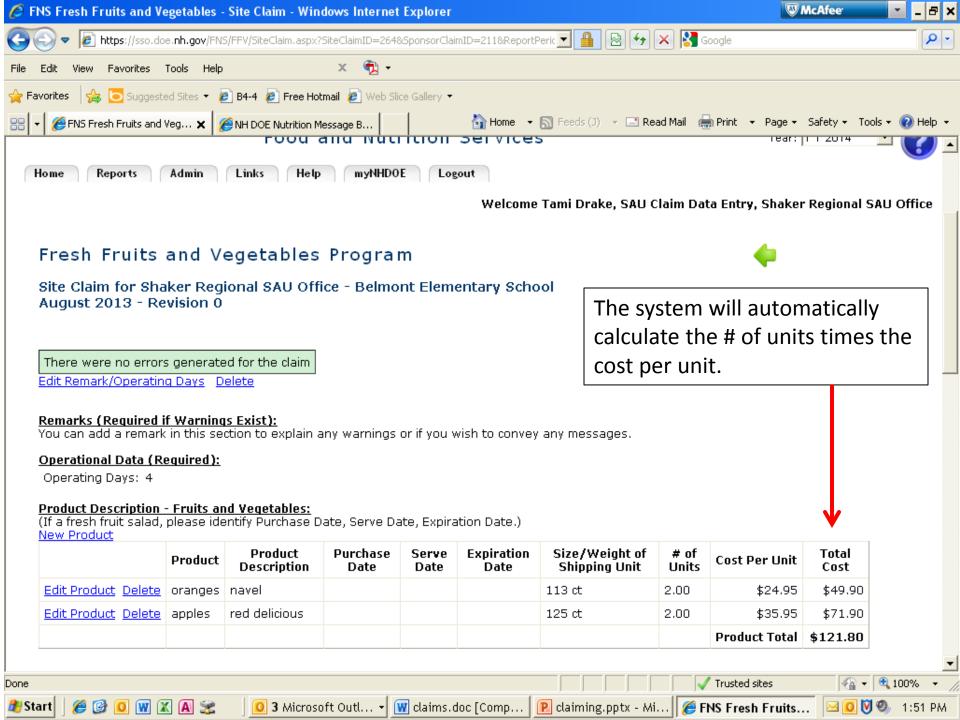


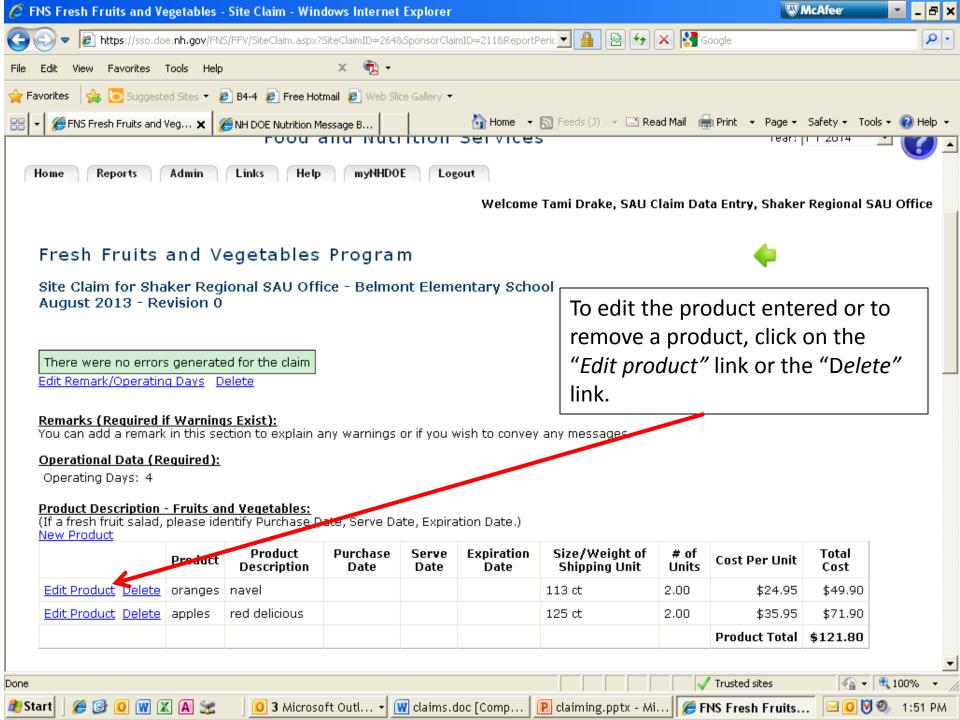




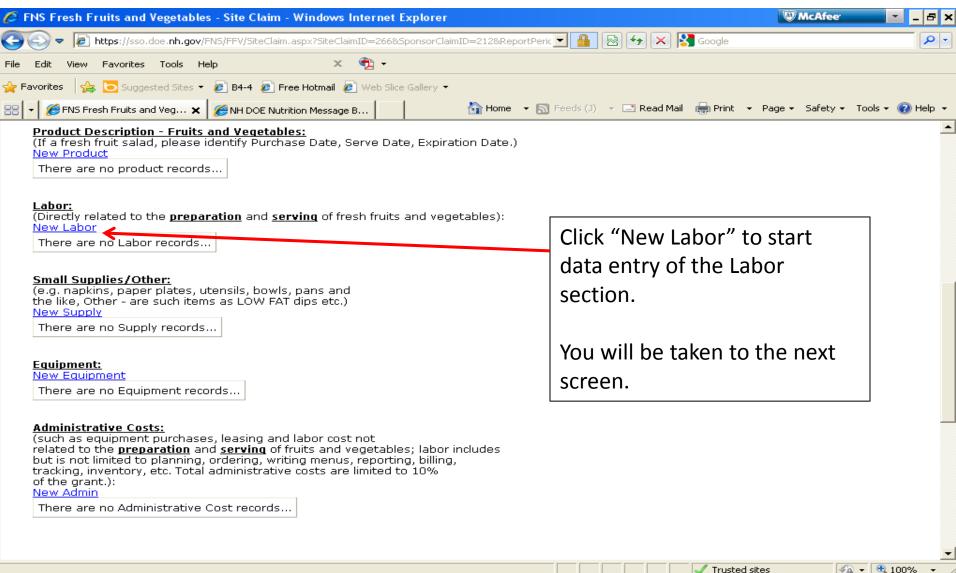








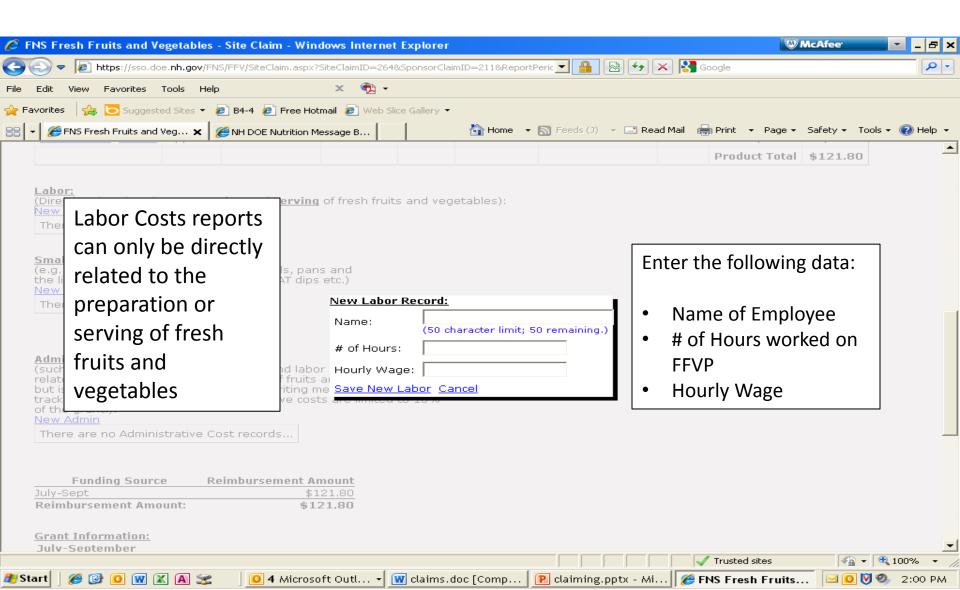
#### **Operating Labor Costs**



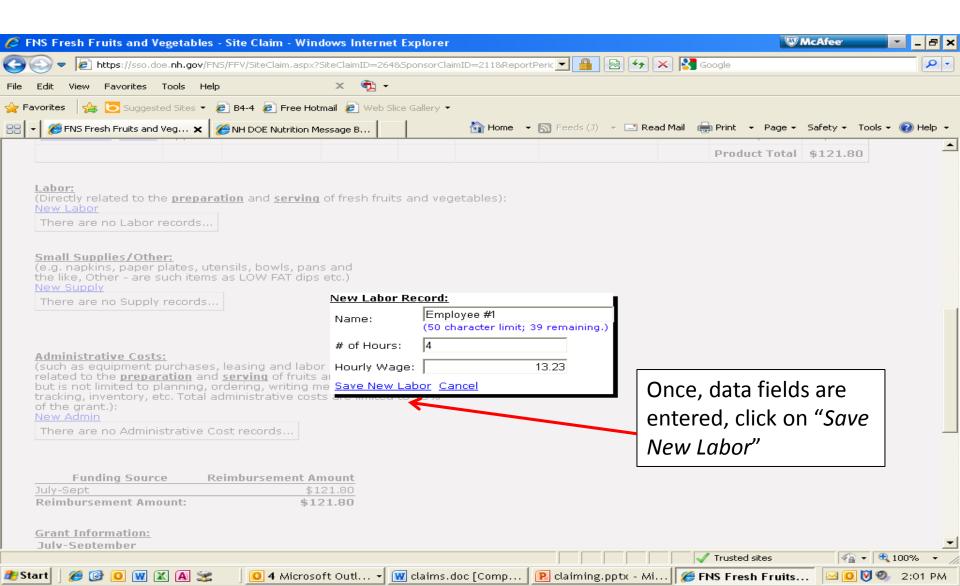
🔟 Inbox - Tami.Dra... 🛮 🎉 FNS Fresh Fruits... 🗀 T:\FRUITS\_VEGET... 📭 claiming.pptx - Mi...

🎒 Start

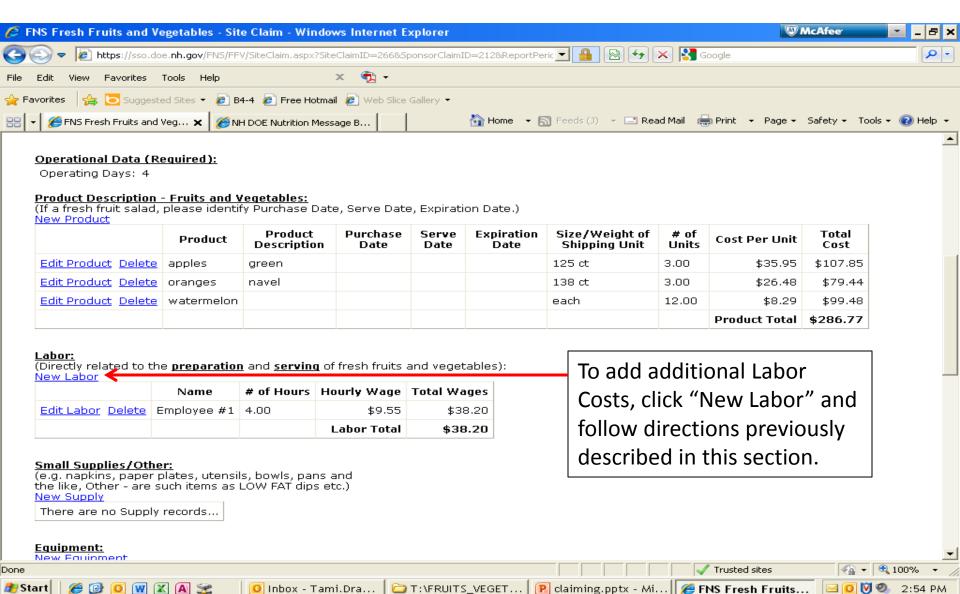
#### Operating Labor Costs (cont.)



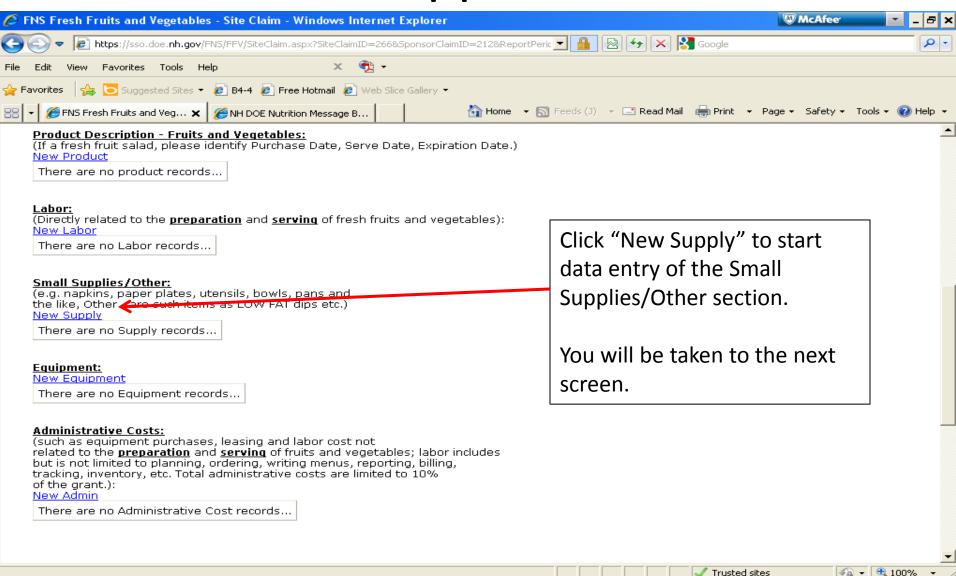
#### Operating Labor Costs (cont.)



#### Operating Labor Costs (cont.)



#### Small Supplies/Other

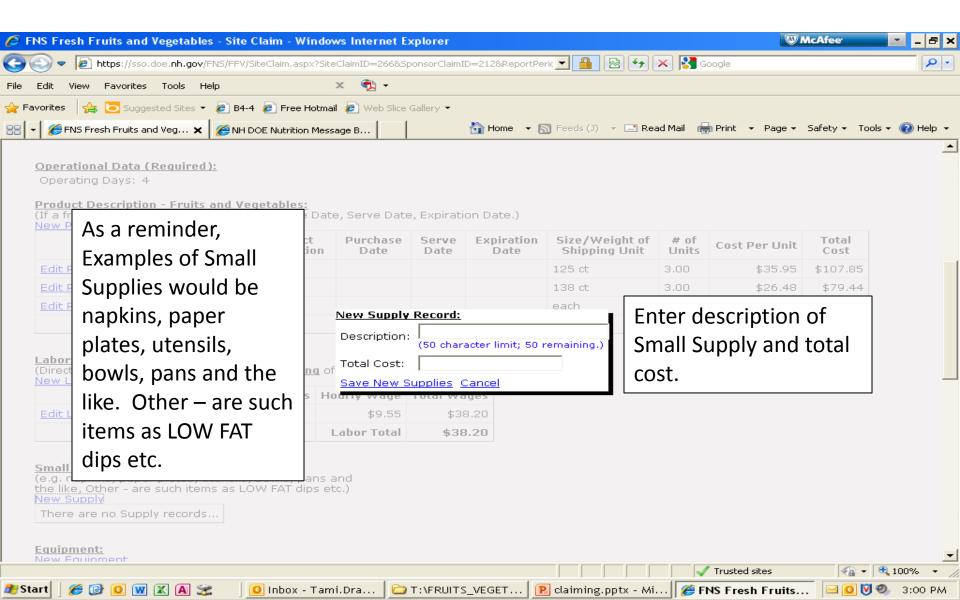


🚺 Inbox - Tami.Dra... | 🏉 FNS Fresh Fruits... 🗀 T:\FRUITS\_VEGET... |

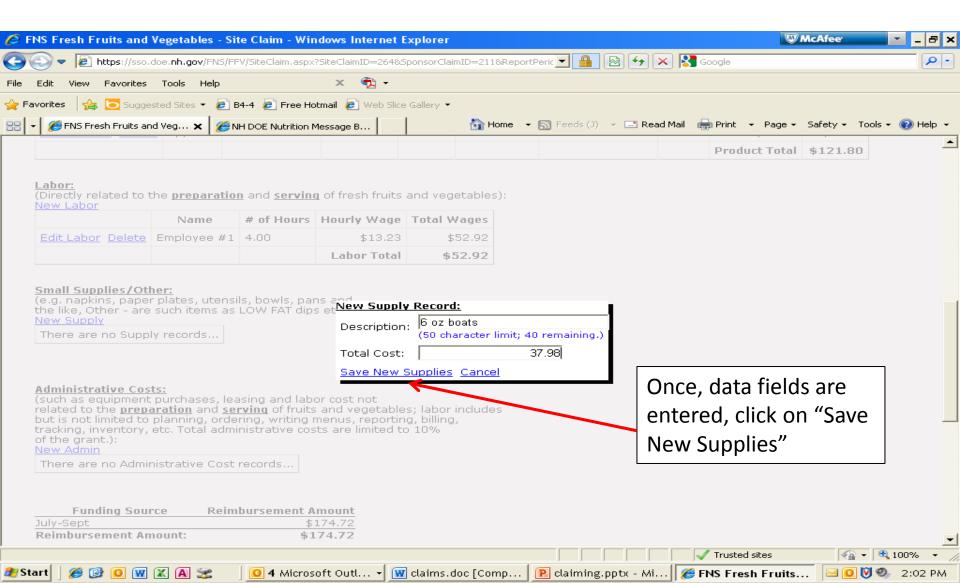
P claiming.pptx - Mi...

🎒 Start

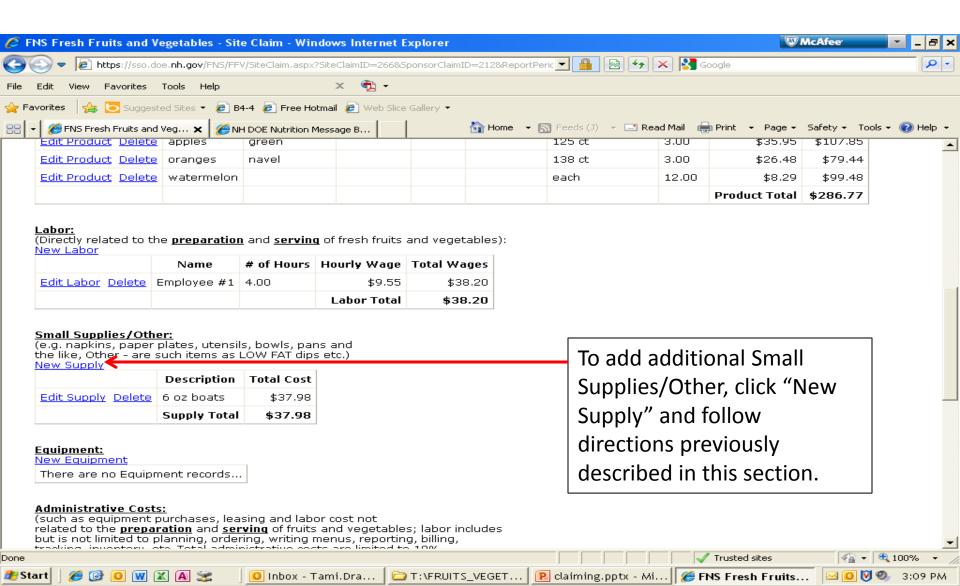
#### Small Supplies/Other (cont.)



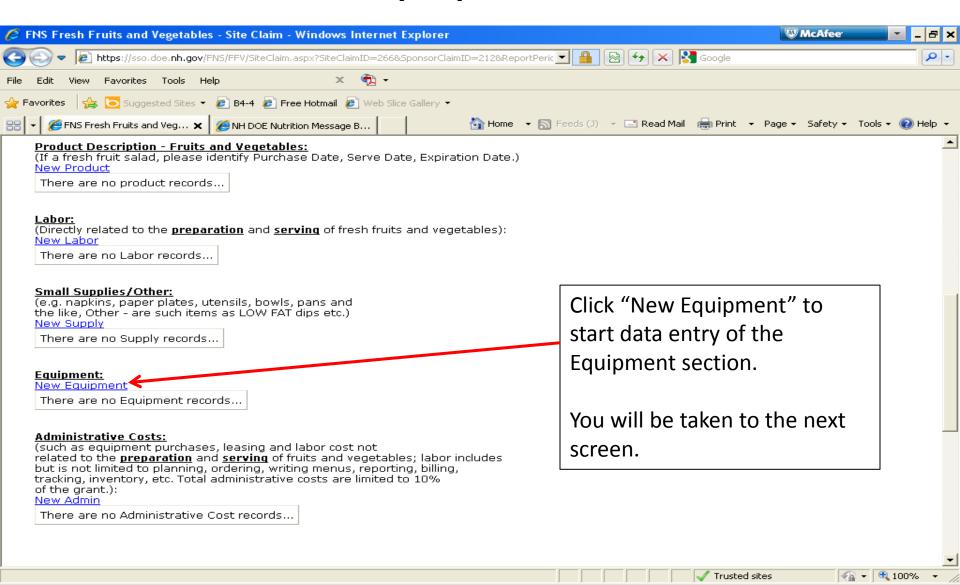
#### Small Supplies/Other (cont.)



#### Small Supplies/Other (cont.)



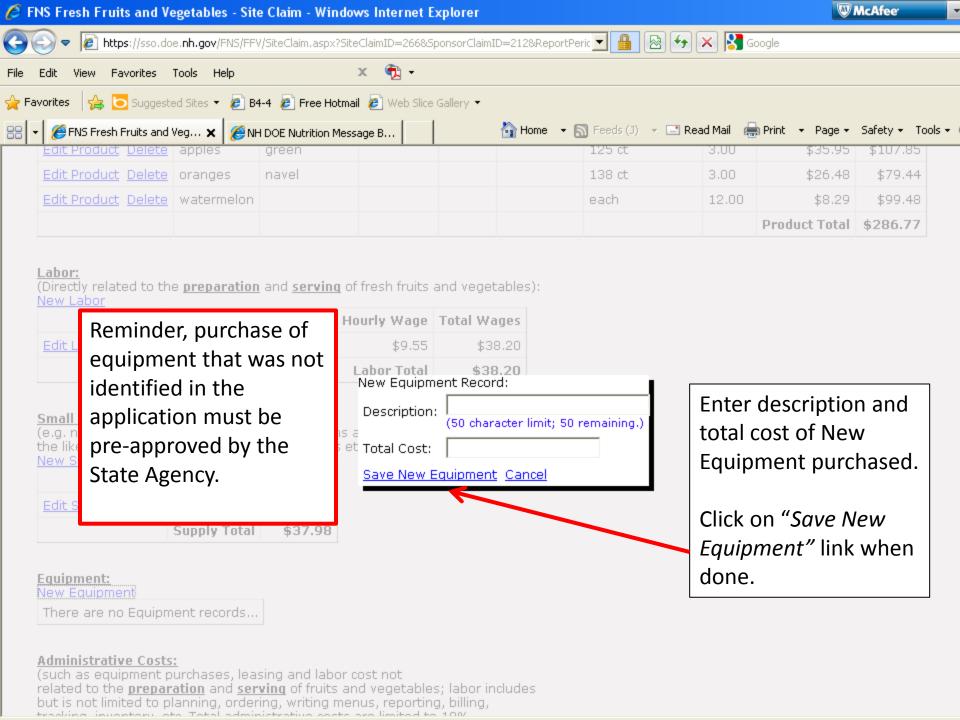
#### Equipment



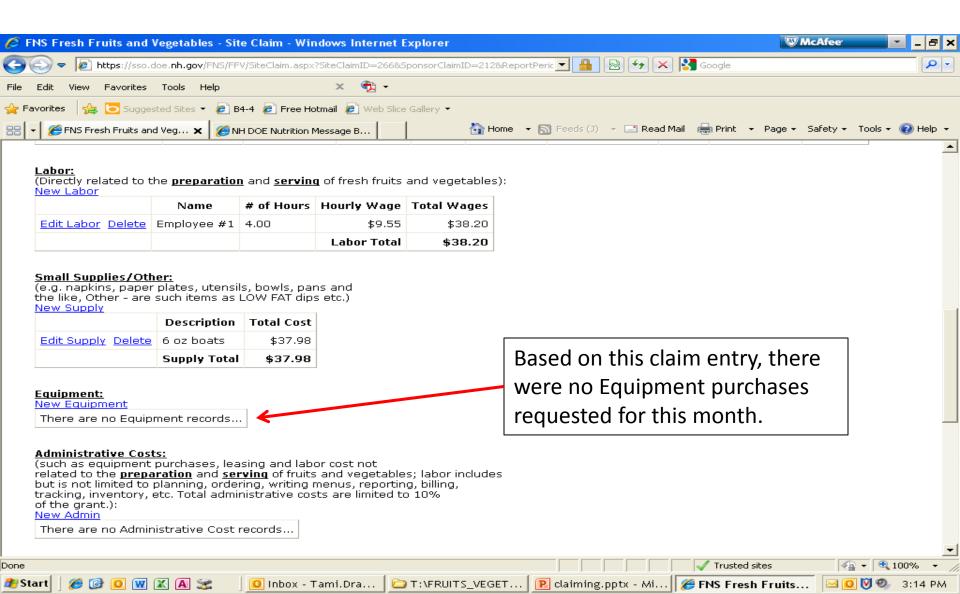
## FNS Fresh Fruits...

🚺 Inbox - Tami.Dra...

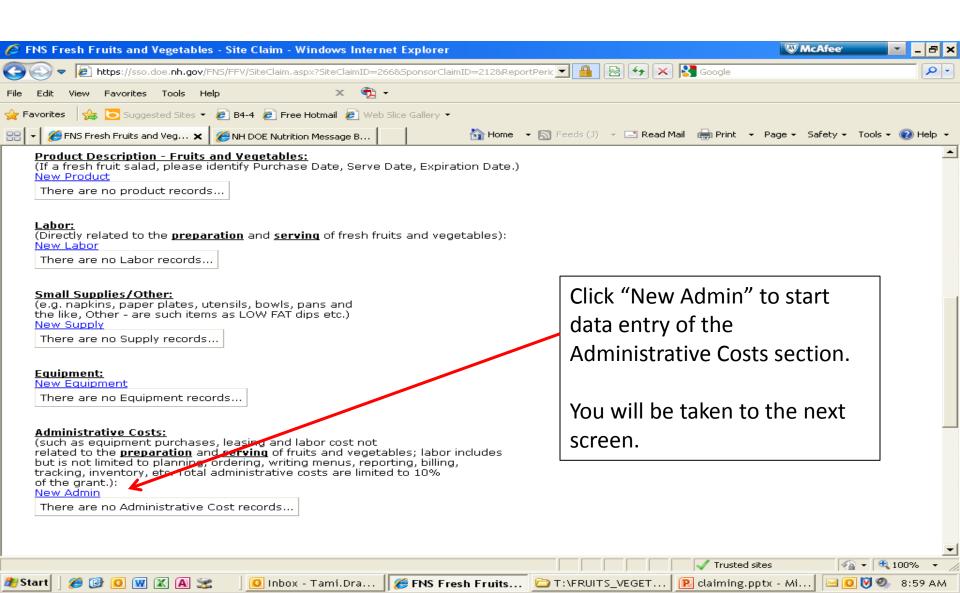
T:\FRUITS VEGET... | P claiming.pptx - Mi...



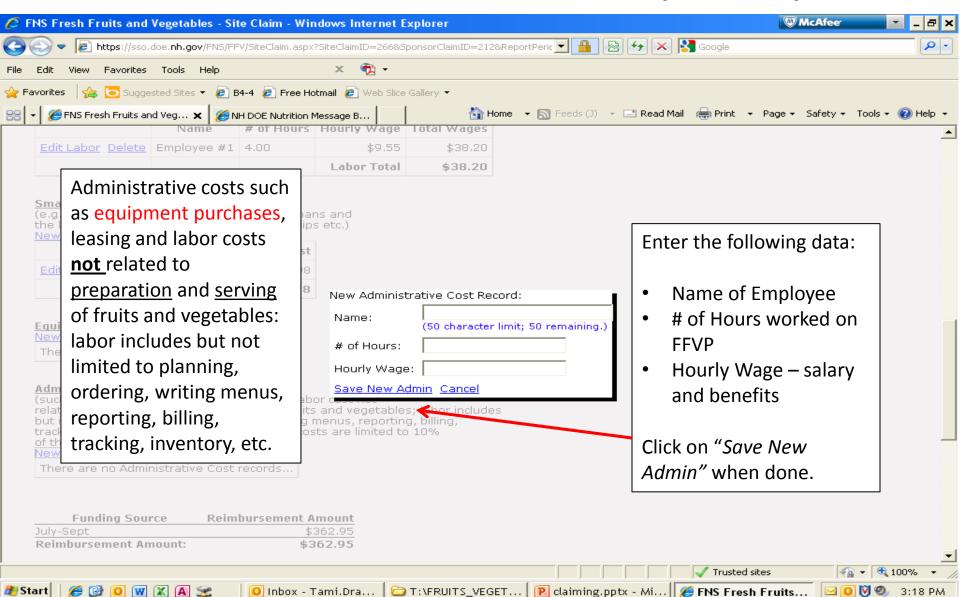
# Equipment (cont.)



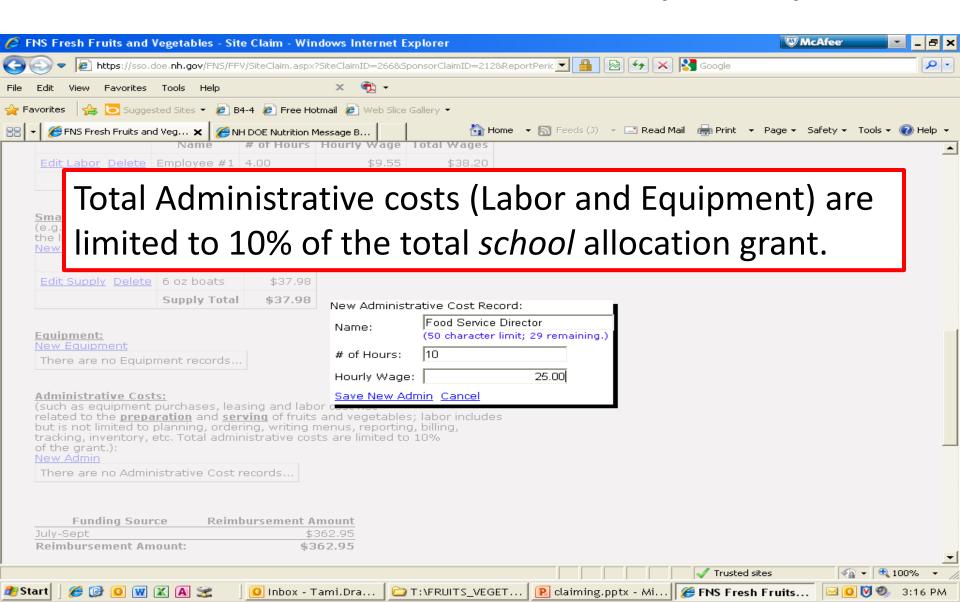
### **Administrative Costs**

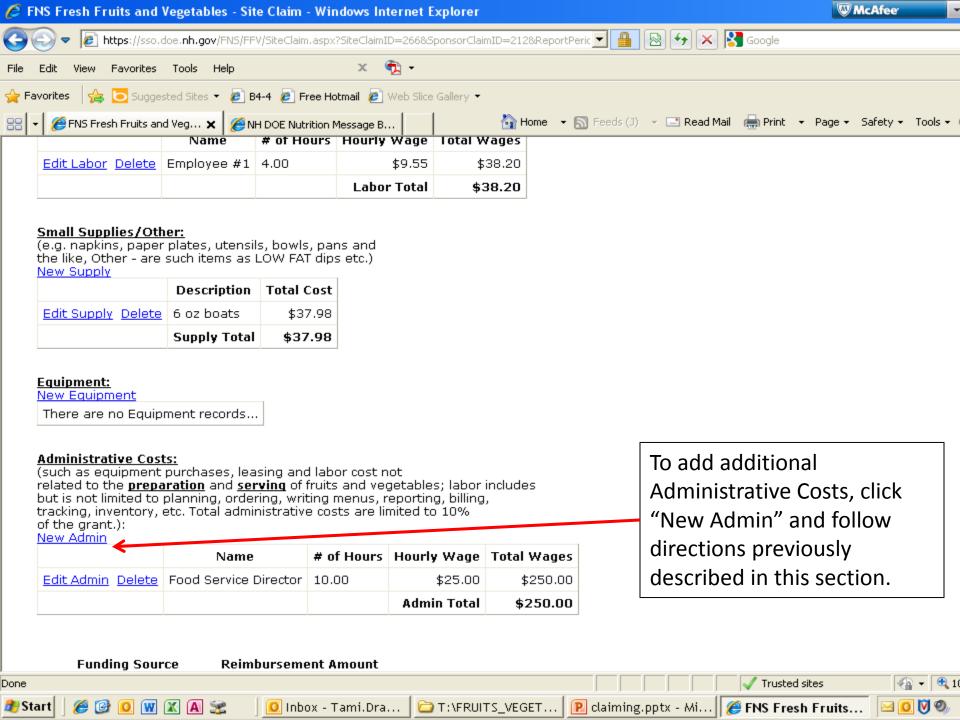


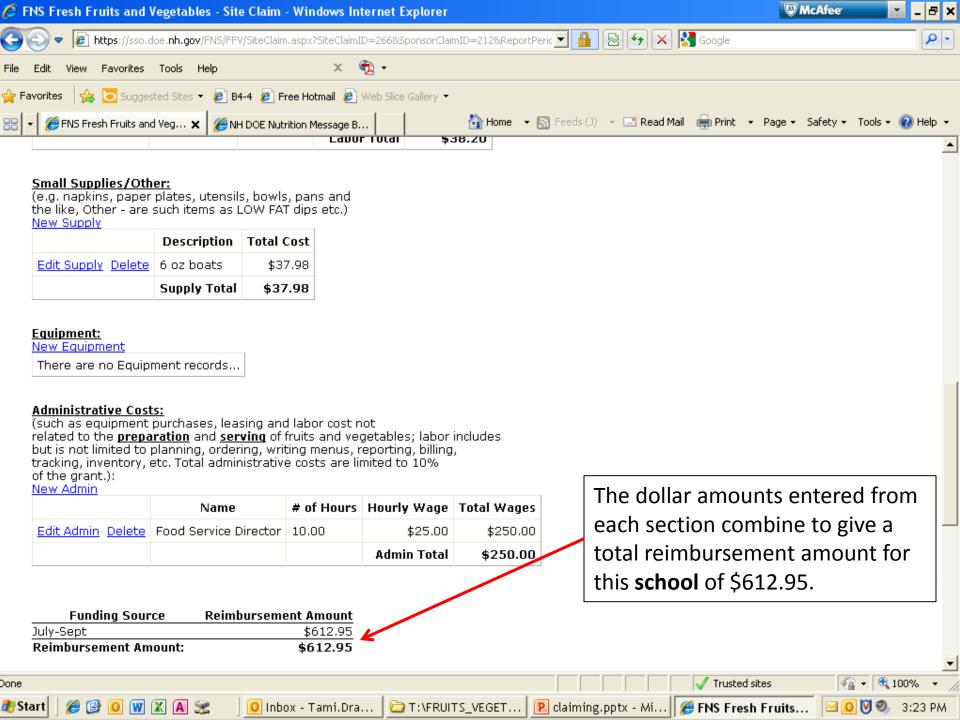
# Administrative Costs (cont.)



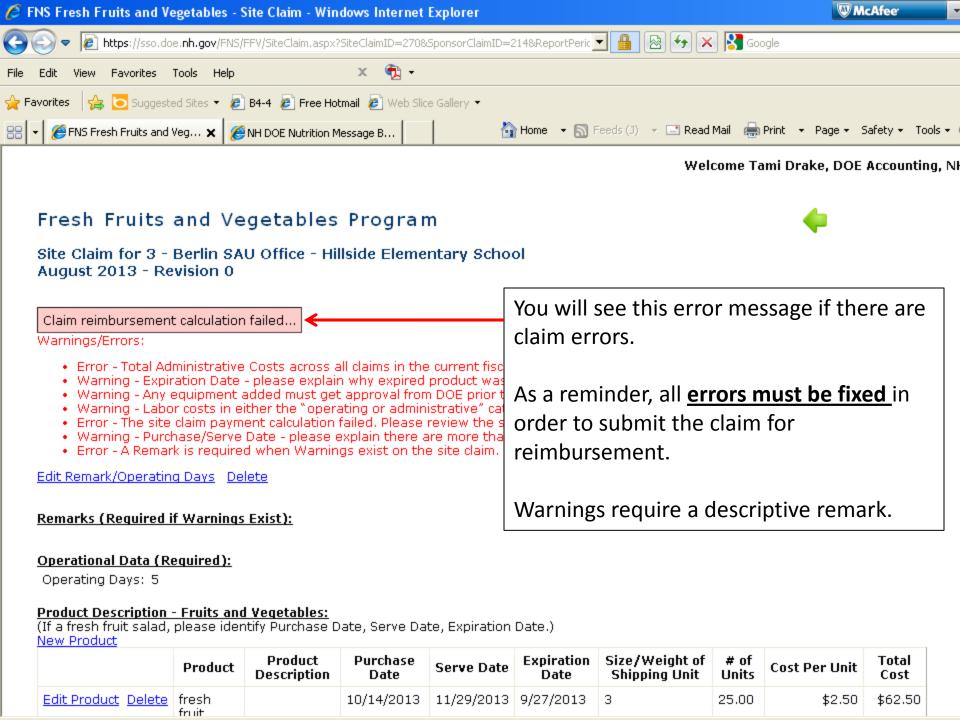
# Administrative Costs (cont.)

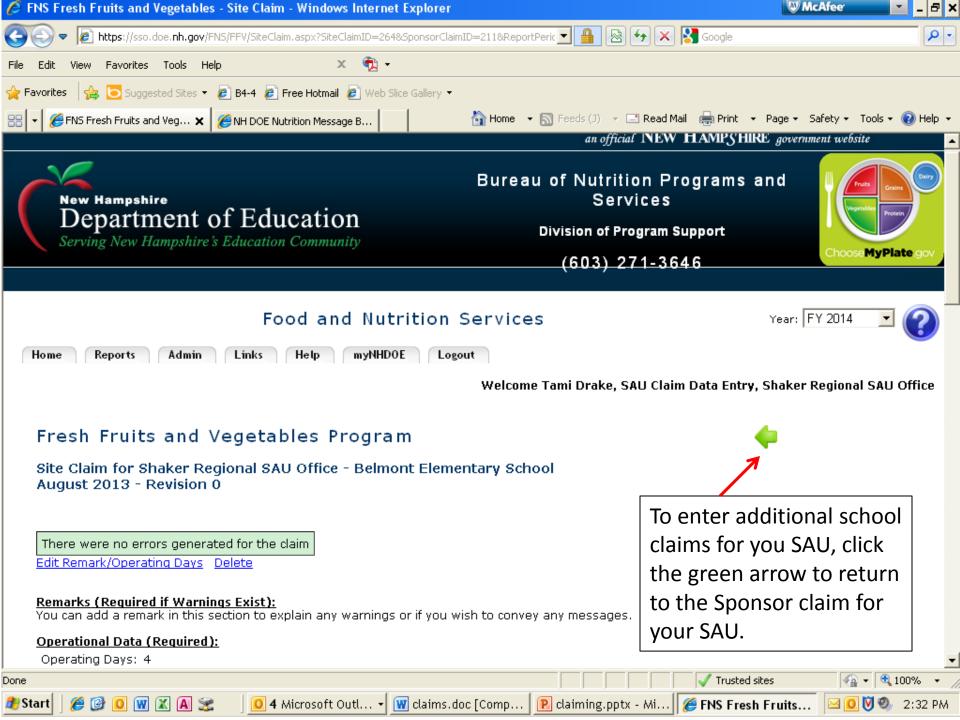






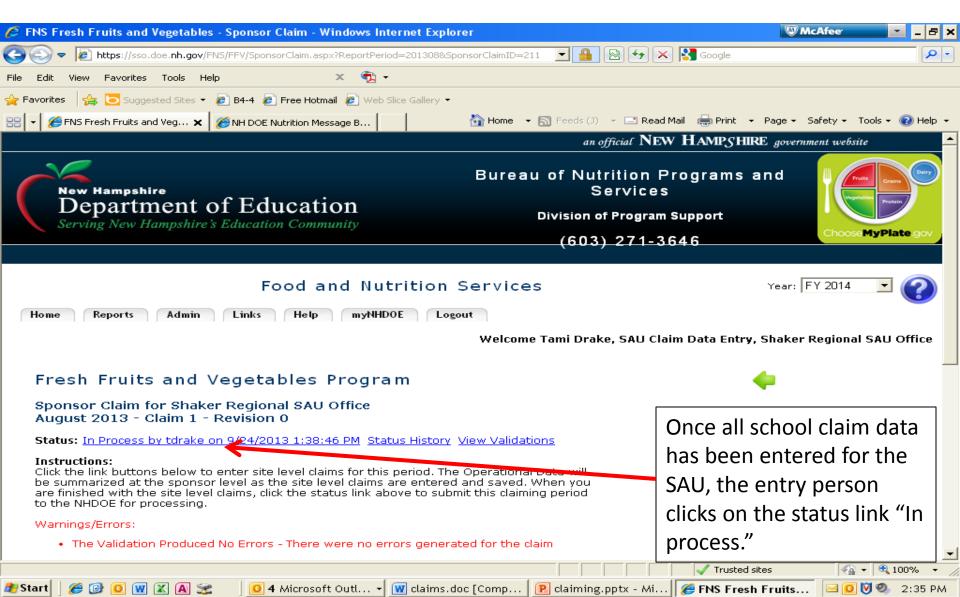


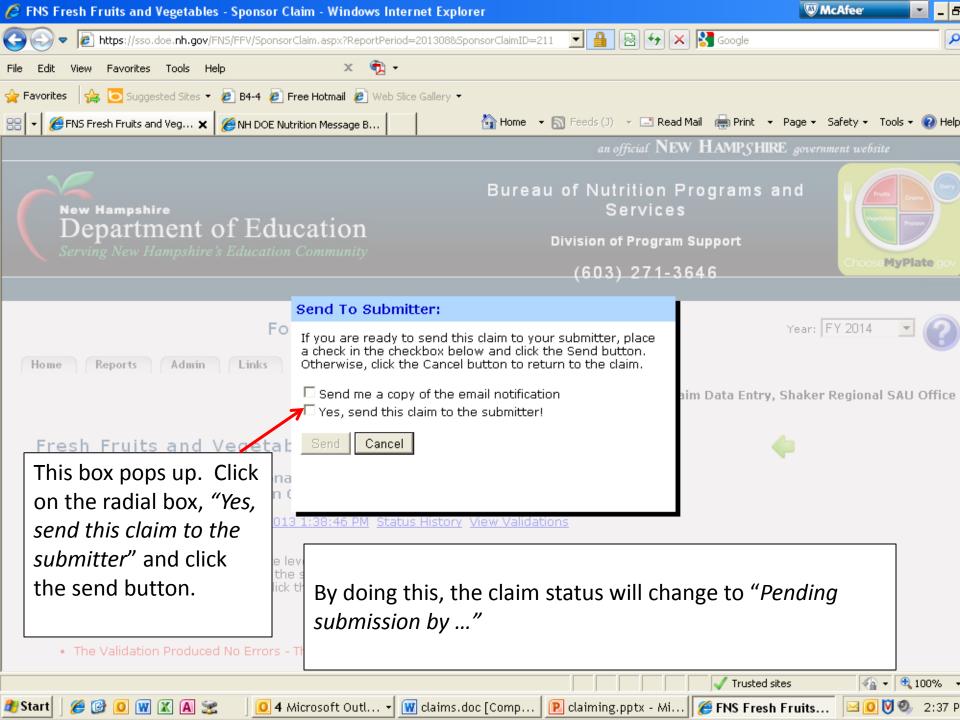






# Sending Claim to Submitter







Logout

logs out of system.

Claim status change indicator. Entry person

Welcome Tami Drake, SAU Claim Data Entry, Shaker Regional SAU (

### Fresh Fruits and Vegetables Program

Sponsor Claim for Shaker Regional SAU Office August 2013 - Claim 1 - Revision 0

Status: Pending Submission by tdrake on 9/26/2013 3:45:29 PM Status History View Validations

### Instructions:

Click the link buttons below to enter site level claims for this period. The Operational Data will be summarized at the sponsor level as the site level claims are entered and saved. When you are finished with the site level claims, click the status link above to submit this claiming period to the NHDOE for processing.

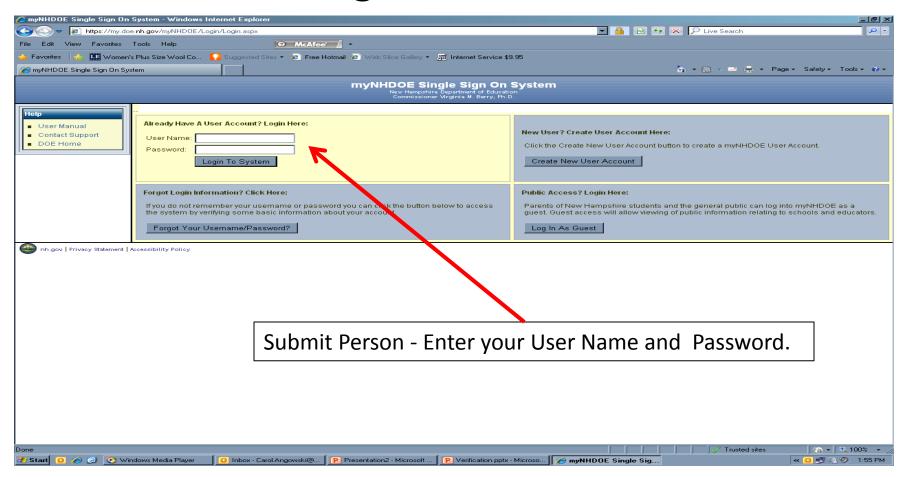
### Warnings/Errors:

. The Validation Produced No Errors - There were no errors generated for the claim

# Reviewing the claim - Submit Person

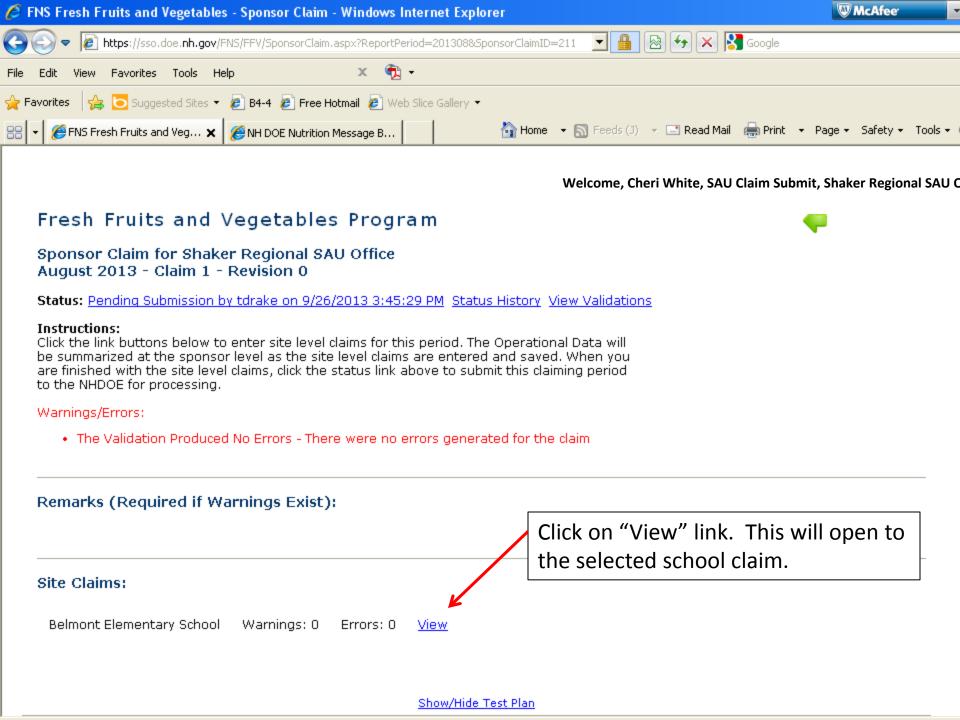
- The submit person must review all school claims prior to the final submission of the monthly claim to the State Agency.
- As a reminder, all claims are to be submitted to the State Agency by the 10<sup>th</sup> of the following claiming month.

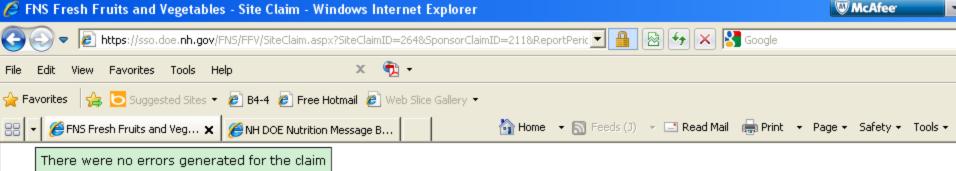
# myNHDOE Single Sign On (SSO) System Log In Screen











### Remarks (Required if Warnings Exist):

You can add a remark in this section to explain any warnings or if you wish to convey any messages.

### Operational Data (Required):

Operating Days: 4

### Product Description - Fruits and Vegetables:

Product	Product Description	Purchase Date	Serve Date	Expiration Date	Size/Weight of Shipping Unit	# of Units	Cost Per Unit	Total Cost
oranges	navel				113 ct	2.00	\$24.95	\$49.90
apples	red delicious				125 ct	2.00	\$35.95	\$71.90
							Product Total	\$121.80

### Labor:

(Directly related to the **preparation** and **serving** of fresh fruits and vegetables):

Name		Hourly Wage	_
Employee #1	4.00	\$13.23	\$52.92
		Labor Total	\$52.92

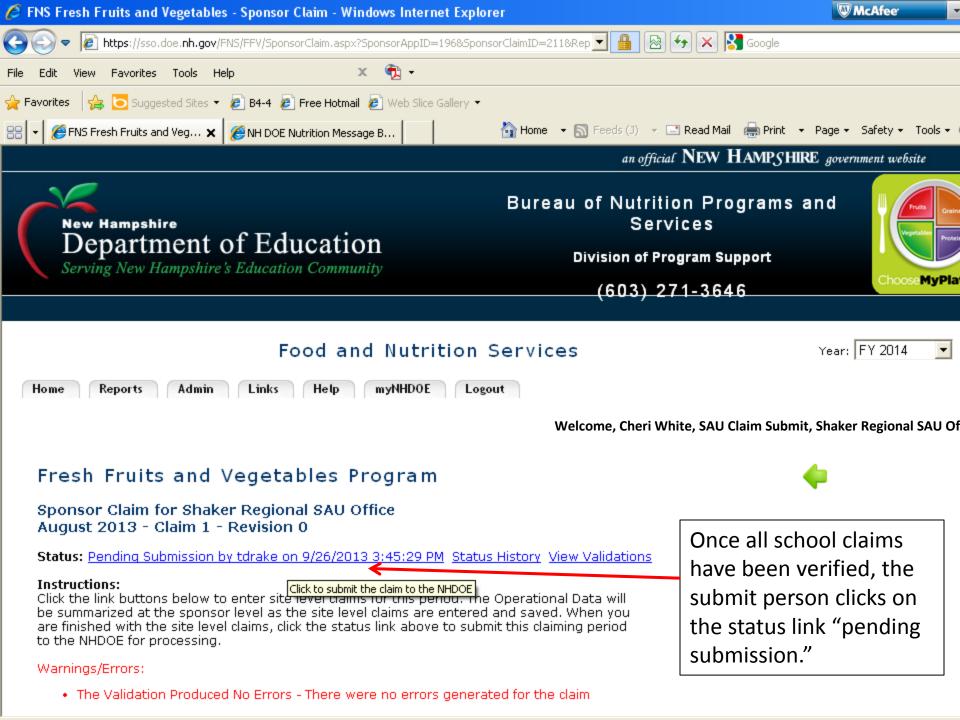
Small Supplies/Other:

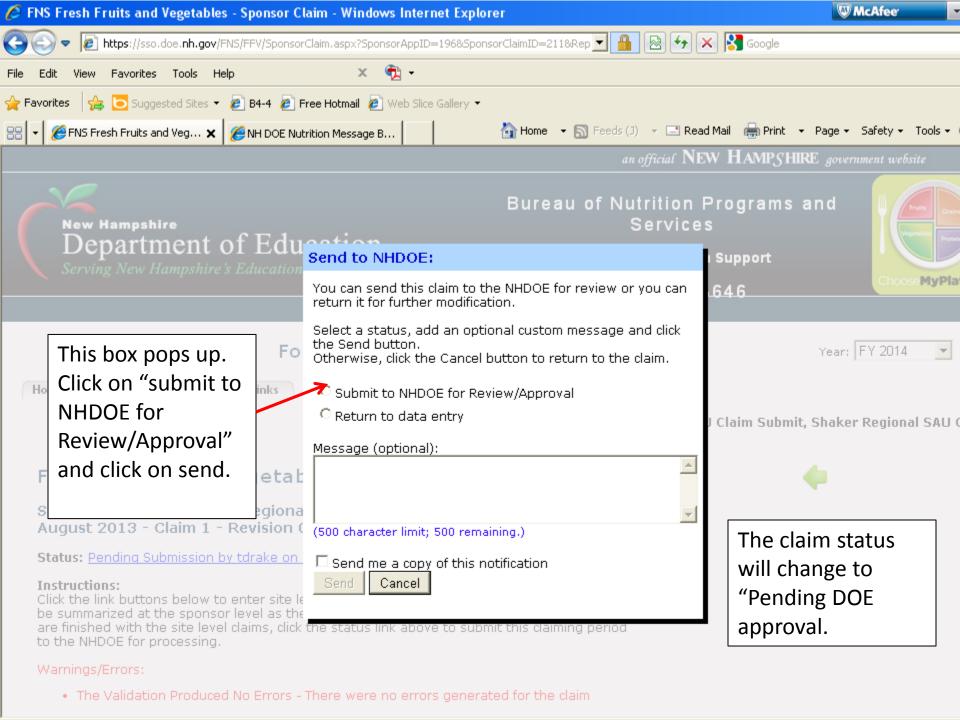
(e.g. napkins, paper plates, utensils, bowls, pans and the like, Other - are such items as LOW FAT dips etc.)

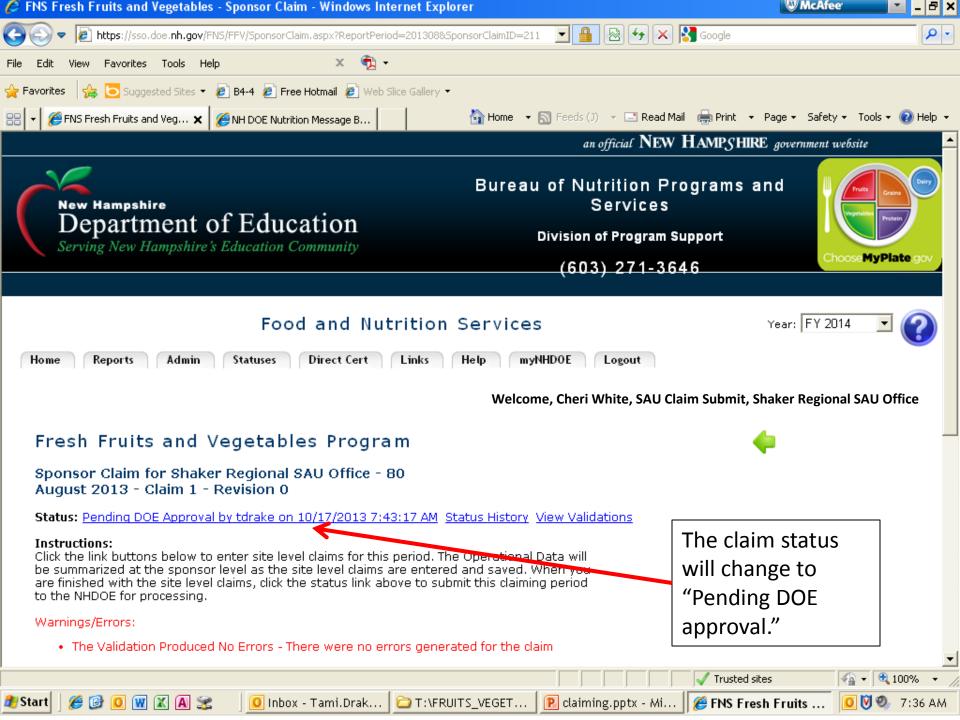
Description	Total Cos
6 oz boats	\$37.98
Supply Total	\$37.98

The submit person will review each section of the claim that was entered to ensure accuracy.

If all is okay, click the green arrow back to get to the Sponsor Claim.







# **Contact Information**

Tami Drake, Accountant

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(603) 271-3646

Cheri White, Administrator



Cheri.White@doe.nh.gov